

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Lead Counselor #50577370

ANNOUNCEMENT NO. 154-2021

SALARY: ME-416 / Minimum \$43,618 / Maximum \$85,883 annually

LOCATION: LA Military Dept., Job Challenge Program (JCP), Gillis W. Long Center, Carville, La.

OPEN: 9 June 2021

CLOSE: Open Until Filled

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Required – Master’s Degree in Counseling (school or agency), Social Work or Counseling Psychology. Preferred – Experience working with adolescents in agency or school counseling. Must have excellent oral and written communication skills. Proficient in Microsoft Office (Outlook, Word, Excel, etc.). Must be available for “on call” duty, evenings and weekends.

b. **GENERAL:** Must have a valid Driver’s License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics and foster a Sexual Harassment-Free Environment.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic

inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. POSITION DESCRIPTION: Supervises three employees. Responsible to identify and communicate pertinent items of information to the Director and Deputy Director to keep them informed. Responsible for working with Director, Deputy Director, Cadre Department and any other pertinent Department to maintain order in the Counselor Department. Conducts interviews and recommends Counselor be hired and does all necessary paperwork therein. Participate in and encourage professional development of counseling staff through staff meetings and professional workshops and seminars. Trains all new hires in the positions for which they were hired. Prepares and reviews PERs documents for and conducts counseling with section employees. Reviews and approves payroll documentation for the section. Responsible for maintaining the overall counselor environment for over 150 cadets. Oversees and be responsible for the organization, planning and implementation of activities in the counseling department to include acclimation workshops Bully/Behavior/Goal Setting Presentation and Smoking Cessation, on-call schedules, counselor teaching weeks, group counseling, ACT testing, ASVAB Testing, Career Day, participation in Family Day and Graduation. Analyzes problems in the Counselor Department and recommends solutions, compromises and alternatives to Executive Level to resolve such problems. Provides personal, career and academic counseling to cadets in the absence of the assigned counselor. Responsible for communications with parents regarding disciplinary issues, barracks issues, and other issues as they arise. Responsible for ordering all supplies for the Counselor Department. Responsible for turning in all invoices with prescribed paperwork so that vendors will be paid. Coordinates and monitors Interviewing applicants and selection of cadets will be a process. Coordinates and supervises referrals to the Psychiatrist and coordinates mental health services. Represents the Counseling Department in all meetings. Reports any accidents to JCP Safety Person. Attends and contribute at all called Staff Meetings by Executive Level Personnel. Must be available for "on call" duty on evenings and weekends to provide guidance and feedback to counselor handling the on-call situation. Responsible for making certain that all policies and procedures handed down from Executive Level are adhered to by all Counselor Department employees. Performs other duties as assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Mrs. Christine Zeller
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, La.
E-mail: christine.r.zeller.nfg@mail.mil
Office: (225) 319-4909
Fax: (225) 319-4772